

ADMINISTRATION DIRECTORATE REVIEW:
TRENDS AND HIGHLIGHTS
Course #3-76

(Fifty-fifth Running)

24 - 27 February 1976

25X1A

Intelligence Institute
OFFICE OF TRAINING

Course Administrator:

Training Assistant :

25X1A

OFFICE: Room 926 Chamber of Commerce Building, Extension 2452

ADMINISTRATION DIRECTORATE REVIEW:
TRENDS AND HIGHLIGHTS

Objective

The objective of the course is to update DDA careerists' knowledge and understanding of current activities, problems and trends in the Directorate and its various offices.

S-E-C-R-E-T

Approved For Release 2000/08/15 : CIA-RDP79-01590A000400010001-1

ADMINISTRATION DIRECTORATE REVIEW:

TRENDS AND HIGHLIGHTS #3-76

24 - 27 February 1976

Tuesday, 24 February


0930 - 1000

Readings: DDA/History and Functions
DDA/Personnel Management
Handbook

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1020 - 1050

Course Administration
and Instruction


Office of Training

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1100 - 1200

Training Agency Personnel

Alfonso Rodriguez
Director of Training


One of the major concerns of DDA careerists is to learn what types of training are available to Agency officers. Mr. Rodriguez will describe new training requirements and what is being done to meet them.

1200 - 1300

Lunch

1300 - 1400

Overview of the Agency


Intelligence Institute,
Office of Training

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S-E-C-R-E-T

Tuesday, 24 February (continued)

1415 - 1515

Developments in our
Medical Services

[REDACTED]
Chief, Professional
Services, OMS

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This will be an open forum on the features of the Agency's medical program. Our speaker will cover the various facets of this program from both the headquarters and overseas standpoint.

1530 - 1630

Equal Employment
Opportunity in CIA

[REDACTED]
Director of Equal
Employment Opportunity,
CIA

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The Director of Central Intelligence is firmly committed to achieve equal employment opportunities for all CIA employees. During this session, our speaker will present the record of minority employment in CIA, discuss the goals and problems established by the DCI for raising the level of minority employment, indicate the progress toward the goal of equal employment opportunity, and finally, describe the role all Agency supervisors have in helping the Agency reach the goals.

SOCIAL HOUR AND DINNER

1900 - 2030

The Agency and Its People
in the 70s

[REDACTED]
Deputy Director of
Personnel

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The Agency is using new tools for personnel management -- Annual Personnel Plan (APP) and Personnel Development Program (PDP). Our speaker will describe these and offer his views on trends which affect personnel management in the Agency.

Wednesday, 25 February

0830 - 0930

Agency Financial Operations

Thomas Yale

Director of Finance

Agency financial operations are quite complex. Our speaker will describe some of them to you. He will also cover new streamlining techniques and the increasing use of computers which have been adopted by Finance to perform routine tasks.

0945 - 1045

CIA's Computer Systems

Harry Fitzwater

Director, Office of
Joint Computer Support

The computer is here to stay in the Agency -- as an information processor, as an analytical tool, and as an aid to managers and management. As you have probably already discovered, the computer is increasingly affecting your working lives in CIA. The Director of OJCS will acquaint you with current Agency uses of computer systems and will describe the role and responsibilities of his Office. He will discuss his views on future use in the Agency, and will explain how to get computer support and assistance from his Office.

1100 - 1200

Managing the Agency's
Records: Problems and
Prospects



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Deputy Chief, Records
Administration Branch

The Information Systems Analysis Staff (ISAS) performs a wide range of Agency functions: managing the Agency records (including classification and declassification) and micrographics programs, providing for the temporary and permanent storage of official Agency records, coordinating word processing and copy machine acquisitions, and the editing and control of Agency regulations. Our speakers will highlight significant trends.

Wednesday, 25 February (continued)

1200 - 1300 Lunch

1300 - 1400 Overview of the Records
Center and Tour

██████████
Chief, Agency
Archives and

25X1A

██████████
Chief, Agency
Records Center

25X1A

Our presence at ██████████ affords us the opportunity to visit the Agency Records Center and Archives. Following a brief introduction in the classroom we will have a chance to see this at first hand.

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1415 - 1515 The Problems of Cover

██████████
Chief, Cover &
Commercial Staff

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What is the meaning and rationale of cover and how do we maintain cover? Our speaker will address these questions and discuss ways in which you can overcome cover problems. Present conditions and future trends for cover will also be outlined.

1530 - 1630 The Freedom of Information Act,
the Privacy Act and Their
Impact on CIA

██████████
Chief, Information
and Privacy Staff

25X1A

The Freedom of Information Act and the more recent Privacy Act have already had considerable impact on the working methods and procedures of Government agencies, including CIA. Mr. ██████████ will examine these acts, noting CIA's reaction to them. He will explore some of the problems raised for future management and personnel.

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SOCIAL HOUR AND DINNER

Wednesday, 25 February (continued)

1900 - 2030

Support to Station
Operations

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A panel of senior Agency officers chosen from the DDA and the DDO will explore the support provided by the Administration Directorate at both the headquarters and the overseas station level. The Deputy Special Support Assistant will provide an overview of DDA support describing his role in assuring adequate and timely support to the DDO and in serving as a focal point for the DDO and the DDA in resolution of problems of mutual concern. A second panel member who is Chief of Support for a large area division will survey the many functions and activities of the headquarters element in support of overseas stations and discuss those which most occupy his attention and time.

Thursday, 26 February

0830 - 0945 Communications in the 70's

[REDACTED]
Deputy Director of
Communications

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Your visit to [REDACTED] will begin with an overview of the Office of Communications by the Deputy Director. Our speaker will describe some very interesting new technologies being employed to meet the rising demand for vital communications during a period of declining resources.

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0945 - 1000 Travel [REDACTED]

1000 - 1145 Training in Agent and
Staff Communications

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The Chief of the [REDACTED] will briefly describe the activities of this modern and technically advanced complex and its neighbor, the [REDACTED]

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Following his remarks, the class will be divided into groups and will tour the training facilities.

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1145 - 1200 [REDACTED]

1200 - 1300 Lunch

1300 - 1400 DDA Management and
Advisory Group

To Be Announced

In 1973 the Deputy Director for Management and Services established the Management and Services Advisory Group (MSAG). Now called the Administration Directorate Management Advisory Group (ADMAG), its purpose is to identify and study issues and problems affecting plans, programs and actions of the Administration Directorate and to make recommendations.

1400 - 1430 Prepare Questions for the DDA

Thursday, 26 February (continued)

1430 - 1530

The Office of Logistics

Michael J. Malanick
Director of Logistics

As the world situation has changed in the last two years, and as CIA's role has changed to match, the Office of Logistics has had to modify its operations to meet these changes. Our speaker will describe some of these modifications and will identify significant factors that he believes will influence future logistic activities.

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1545 - 1645

Emergency Support in [REDACTED]
A Case Study

[REDACTED]
Chief, Logistics
Branch, EUR

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The Administration Directorate provides many types of support to the Agency. One of the most critical occurs during an emergency such as the

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[REDACTED] was involved in the recovery of the personal effects of [REDACTED] station personnel in [REDACTED] after they were evacuated because of the [REDACTED]. He will describe some of the obstacles, problems, and incidents faced by the recovery team.

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SOCIAL HOUR AND DINNER

1900 - 2030

The Office of Security, Part I

[REDACTED]
Deputy Director of
Security

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The Office of Security touches our lives in many ways because we work in a national security organization. Our speaker will present a broad overview of the missions and functions of the Office of Security, touching on new developments and current trends in all branches of security -- personnel, technical and physical. He will examine new challenges and the changing nature of the security threat that faces the Agency today.

Friday, 27 February

0830 - 0915 Film: "Damage Report"

0930 - 1030 Polygraph Operations

[REDACTED]
Research Officer,
Polygraph Branch

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One of the most important [REDACTED]

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[REDACTED] of the Polygraph Branch will describe the technique and how it is applied in the Agency and will also discuss research and development in this field of activity.

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1040 - 1200 Technical Counter Measures

[REDACTED]
Chief, Technical
Security Division

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Hostile intelligence services constantly strive to penetrate U.S. installations overseas -- one method is by audio penetration -- these attempts become increasingly skillful. [REDACTED] will demonstrate countermeasures used in the effort to prevent, detect, or neutralize these penetration attempts.

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1200 - 1300 Lunch

1300 - 1330 Preparation of Evaluations

1330 Overview of the Administration
Directorate

John F. Blake
Deputy Director for
Administration

Most of this week has been spent in learning the detailed trends and highlights of the operations of the components of the Directorate. It is also necessary to examine the broad trends. Mr. Blake will survey current issues and problems which confront the Directorate and its operations. He will identify those factors which are likely to influence or change the future course of DDA activities.

Wrap Up

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